DOCUMENT RESUME

ED 092 134 IR 000 693

TITLE	Cataloging Guide for Instructional Materials Used in Livonia Public Schools Instructional Materials Centers.
INSTITUTION	Livonia Public Schools, Mich.
PUB DATE	73
NOTE	52p.
AVAILABLE FROM	Livonia Public Schools, Instructional Materials Services, 29530 Munger Street, Livonia, Michigan 48154 ($2.00)
EDRS PRICE	MF-$0.75 HC-$3.15 PLUS POSTAGE
DESCRIPTORS	Audiovisual Aids; *Cataloging; Catalogs; *Classification; Codification; *Instructional Materials; *Library Technical Processes; Manuals; *School Libraries; Typewriting
IDENTIFIERS	*Livonia Public Schools

ABSTRACT

This working guide for Livonia's Public Schools provides detailed instructions in preparing and handling catalog cards, a supplemental cataloging and classification guide, and typing rules for technical processing. Standard abbreviations are given for making classification entries, and separate cataloging instructions are given for charts, duplicating material, equipment, film loops, films, filmstrips, games and flash cards, globes, kits, maps, microfilms, models or mock-ups, phonodiscs, phonotapes, pictures, prints, posters, slides, specimens and realia, transparencies, videotapes, and bibliography. The classification guide provides local adjustments to the basic Dewey Decimal System in use. The typing rules cover all the technical details and procedures a librarian might encounter. (WH)

ED 092134

CATALOGING GUIDE

for

INSTRUCTIONAL MATERIALS

used in

LIVONIA PUBLIC SCHOOLS

INSTRUCTIONAL MATERIALS CENTERS

LIVONIA PUBLIC SCHOOLS
Livonia, Michigan

1973

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IR 000 693

FOREWORD

This edition, the third prepared for use in the Livonia Public Schools, reflects a few changes. In making these changes, the media specialists in the schools were consulted in order to be sure that their needs would be met properly.

The creation of a new medium, for duplicating material, has proved useful.

Simplification of collation in several cases has speeded up cataloging and has made it possible to include summaries for kits when needed.

Jessie M. Sanderson
Cataloger

NON-BOOK MATERIALS

Cataloging

Guide

PREFACE

The following guide is the result of a cooperative effort on the part of the entire Livonia Public Schools library staff, elementary and secondary, to provide a systematic and practical organization of non-print materials, which will maximize their use by both pupils and teachers.

To order copies of this publication, send check for $2.00 to:

Livonia Public Schools
Instructional Materials Services
29530 Munger Street
Livonia, Michigan 48154

It is our policy that all materials being cataloged in the Instructional Materials Processing Center be given Dewey Decimal classification numbers rather than accession numbers. Blue catalog cards are used for non-book materials, and should be interfiled with cards for books in the general catalog. Shelf list cards should be filed separately by type of material.

Symbols to be placed above classification numbers are as follows:

MEDIUM	SYMBOL
Charts	Chart
Duplicating material	Dupl Mat
Equipment	Equip
Films or kinescopes (motion pictures)	Film
Film loops	Film Loop
Filmstrips	F/Strip
Games and flash cards	Game
Globes	Globe
Kits (combination of media)	Kit
Maps	Map
Microfilms	M/Film
Models, mock-ups, etc.	Model
Phonodiscs (phonograph records)	P/Disc
Phonotapes (reels)	P/Tape
Phonotapes (cassettes)	P/Tape C
Pictures (mounted), prints, and posters	Pic
Slides	Slide
Specimens and realia	Spec
Transparencies (for overhead projector)	Tran
Videotapes	V/Tape

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CHARTS

For this purpose, any sheet that contains information in the form of lists, pictures, tables, or diagrams is considered to be a chart.

Main entry. Enter charts under the name of the company that produced them and holds the copyright.

Title. Use the title that appears on the chart.

Imprint. Give the name of the manufacturer only if it differs from the main entry. Include the copyright date.

Collation. Two lines below the imprint, give the physical description, including the number of charts, width and length, and color or black and white (b&w). Charts which are designed to be hung on a wall are called "wall charts."

Labeling. The ownership stamp is placed in the upper right corner on the back of the chart. The call number is typed on self-adhesive 3/4" x 1-1/4" labels, which are placed on the lower right corner on the back of the chart. On wall charts, follow the labeling procedure that is used on wall maps.

Chart
410 Pictorial Charts Educational Trust
P The languages of Europe, by Aldo Dami. n. d.

1 chart, 40"x30", color

1 Philology, Comparative 2 Language and languages I Dami, Aldo II Title

DUPLICATING MATERIAL

"Ditto" masters and similar material, which must be duplicated on a machine of some kind before they are ready for use, are included in this category.

Follow rules of entry given in Anglo-American cataloging rules.

Use the following sample catalog card as a guide.

Dupl Mat
370Ke.2 Exploring elementary mathematics; practice
1HRW exercises, level 1, by Mervin L. Keedy and
1970 others. Holt, 1970
64 duplicating masters
Teaching guide

1 Mathematics - Textbooks (Elementary)
I Keedy, Mervin L.

EQUIPMENT

Equipment includes audiovisual equipment and devices used in teaching which are not included under more specific headings. List as equipment such items as flannelboard pieces, magnets, and microscopes, as well as record players, tape recorders, projection screens, and projectors. Since cards for each school indicate that school's holdings, equipment is cataloged, as a rule, by the media specialist in each school.

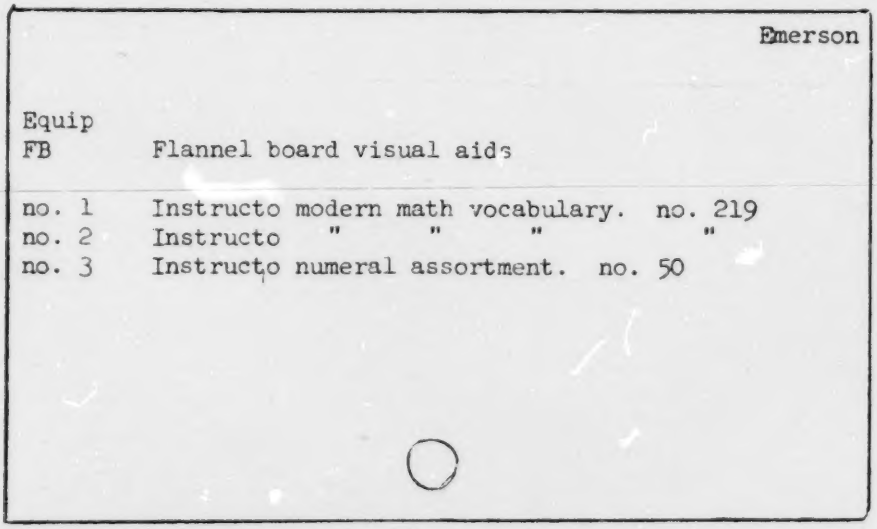
Main entry. Enter pieces of equipment under a standard description, and number each type of machine or audiovisual aid, regardless of brand name.

Description. Two lines below the main entry include the equipment number, the brand name, and the model. Include stock number where it is useful in avoiding confusion. For equipment such as projectors for which occasional repairs may be needed, include serial number, place and date of purchase, and price.

Only shelf-list cards are made for audiovisual equipment. A reference card that indicates the location of each type of audiovisual equipment may be placed in the public catalog.

For the few occasions when equipment is handled by the central Instructional Materials Services, a master shelf-list card, with the school's name in the upper right corner of the card, is made.

Labeling. Label each piece of equipment with a felt pen or with a tape-printer. Include the name of the school and the number which has been assigned to that piece, e.g., Emerson Junior High I.M.C., Livonia Public Schools, no. 1.


Emerson
Equip
FB Flannel board visual aids
no. 1 Instructo modern math vocabulary. no. 219
no. 2 Instructo " " " "
no. 3 Instructo numeral assortment. no. 50

Main entry. Film loops are entered under the title, with hanging indention.

Imprint. Give the manufacturer or the sponsoring company, followed by the copyright date.

Collation. Physical description includes the following items: color or black and white (b&w), sound or silent, cartridge system, total running time, and the number of millimeters (usually 8 mm. or super 8 mm.) If there is a series name, it is given next in parentheses. The grade level, if it is given, follows.

Notes. If a teaching guide accompanies the film loop, this fact is indicated on the next line. If a summary is needed, it begins two lines below.

Labeling. Self-adhesive labels are placed on the containers so that they are visible when in storage. Self-adhesive labels are also placed on cartridges. Information on the cartridge label includes the title if it does not already appear on the cartridge. Container labels are covered with Scotch Magic tape.

Film Loop
551.2 Lava flows. Film Assoc., n.d.
L Color, silent, cartridge. 3½ min.
8 mm.
Teaching guide

Summary: Two types of lava flow are seen in live action photography.

1 Volcanoes

FILMS

Main entry. Films are entered under the title, with hanging indention.

Imprint. Give the manufacturer or the sponsoring company, followed by the copyright date.

Collation. Physical description includes the following items: color or black and white (b&w), sound or silent, total running time, and the number of millimeters (mm). If there is a series name, it is given next in parentheses. The grade level (e.g., K-3, 4-6, 7-9, 10-12) follows.

Notes. If a teaching guide accompanies the film, this fact is indicated on the next line. If a summary is needed, it begins two lines below.

Labeling. Films are labeled on the reel, near the title, with self-adhesive labels which are covered with Scotch Magic tape.

Film
332.1 Transit banking today. IBM; dist. by
T Training Films, 1964
Color, sound, 11 min., 16 mm.

Summary: Shows how electronic data processing speeds up the handling of the vast volume of bank transactions

1 Electronic data processing - Banks and banking 2 Banks and banking

FILMSTRIPS

Main entry. Most filmstrips are entered under the title, with hanging indention. Reproductions or adaptations of materials that have literary or musical merit are entered in the same way as the original works.

Imprint. Give the manufacturer or the sponsoring company, followed by the copyright date.

Collation. Physical description includes the following items: number of frames, if given (fr.) otherwise number of rolls; color or black and white (b&w); and the number of millimeters (mm.). For filmslips omit frames or rolls and substitute number of filmslips. If there is a series name, it is given next in parentheses. The grade level follows.

Notes. If a teaching guide accompanies the filmstrip, this fact is indicated on the next line. If a summary is needed, it begins two lines below.

Labeling. Self-adhesive labels, 3/4" x 1", are placed on the filmstrip container lids and are covered with clear plastic circles.

F/Strip
551.4
S

Sea coasts. Imperial Film, 1966
43 fr., color, 35 mm. (North America's changing face) 4-6

Summary: Examines sea coast of North America, with emphasis on geologic and biological differences between the Atlantic and Pacific coasts and features within each coast

1 Coasts 2 Marine biology 3 Seashore
I Series

GAMES AND FLASH CARDS

Main entry. Enter games (including sets of flash cards) under the name of the manufacturer.

Imprint. Omit the name of the publisher since it is used for the main entry. Give the copyright date. If there is a series, give it in parentheses. Include stock number in parentheses if there is one.

Collation. A list of the parts of the game begins two lines below the imprint.

Labeling. Stamp ownership where possible on large parts and inside the cover of the box. Paste pocket inside cover of box. Write call number in ink or type on self-adhesive label, which is covered with Scotch Magic tape. Place call number on side of box so that it is visible in a horizontal position.

Game
910 Milton Bradley Company
M Global flash cards. c1958

48 flash cards
1 instruction card

1 Geography I Title

Game
511 Mag-Nif, inc.
M Numble; the crossword type number game.
n.d.

1 playing board
4 players' wooden racks
numbered wooden tiles

1 Arithmetic I Title

GLOBES

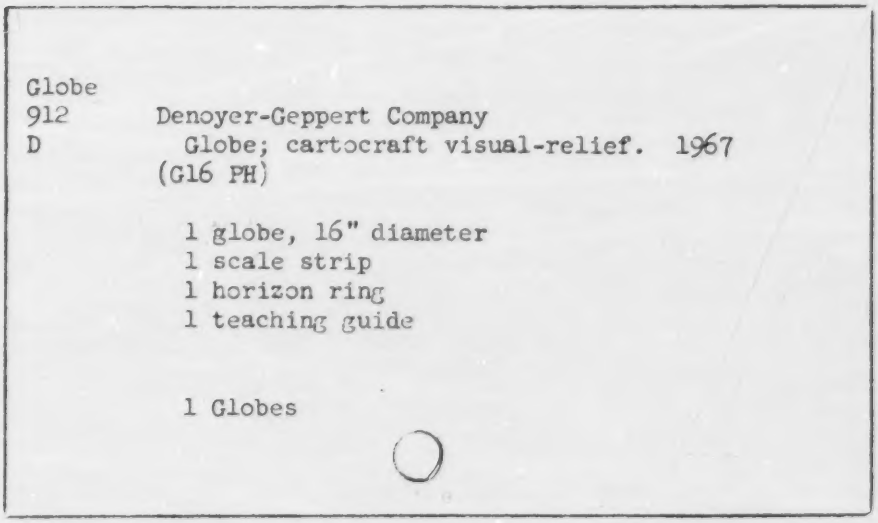
Main entry. Enter globes under the name of the corporate body or person who is responsible for the globe. Order of preference is as follows: corporate body or person responsible for publication of the map, cartographer, engraver, publisher, or copyright claimant.

Title. Use the title that appears on the face of the globe. Include the type of information which is available on the globe, e.g., physical-political, pictorial relief.

Imprint. When the name of the manufacturer is used for the main entry, it is not necessary to repeat it. Include the copyright date.

Collation. Two lines below the imprint, give the physical description, including the size, diameter, and any unusual surface or projection.

Labeling. Label each globe with a felt pen. Include the name of the Instructional Materials Center, e.g., Emerson Junior High I. M. C., Livonia Public Schools. Permanent bases of globes may be labeled with a tapeprinter.



Globe
912 Denoyer-Geppert Company
D Globe; cartocraft visual-relief. 1967
(G16 PH)

1 globe, 16" diameter
1 scale strip
1 horizon ring
1 teaching guide

1 Globes

KITS

Main entry. Most kits (any combination of two or more types of learning materials designed for use as a unit) are entered under the title, with hanging indention. Reproductions or adaptations of materials that have literary or musical merit are entered in the same way as the original works.

Imprint. Give the name of the manufacturer or the sponsoring company, followed by the copyright date.

Collation. List the number of items in each medium. Include running time if it is given. Omit other physical description of items unless it seems essential. Some kits (sound filmstrips) are available with either cassettes or phonodiscs. In such cases, collation will indicate this fact (e. g., 1 cassette or 1 P/Disc). Before shipping catalog cards to schools, irrelevant collation will be deleted neatly as shown in sample on following page.

Notes. Summaries may be used as needed.

Extra catalog card. Each set of catalog cards for kits will include a duplicate of the main card, without the tracing. Attach this extra card inside the lid or in a similar location so that contents of the kit may be checked after each circulation.

Labeling. See instructions under individual media. In addition, place call number label on box so that it will be visible when kit is shelved. If the title does not already appear on the side which contains the call number, print it with a felt pen or type on self adhesive 1" x 3" label.

Kit
574.5 Ecological systems, group 1. Imperial
E Film, 1967
4 F/Strips, 2 P/Discs

Summary: Includes seashore, forest, pond, and desert ecology

1 Ecology 2 Marine biology 3 Desert animals 4 Desert plants

Kit
915.61 Turkey: depth study cross-media kit.
T Internat. Comm. Found., n.d.
7 F/Strips, 4 P/Discs, 16 study prints, 2 pamphlets, artifacts (zurna, schoolboy's hat, eating bowl, wooden spoon, prayer beads, flag, stamps, currency), teaching guide
Summary: Includes city and village life in Turkey, Turkish music, history and art of Asia Minor

1 Turkey - Social life and customs 2 Music Turkish 3 Art, Byzantine

Kit
329 The Great election issues of '72.
G N. Y. Times, 1972
F/Strip, cassette or P/Disc, 30 min., duplicating master worksheet, teaching guide

1 Presidents - U. S. - Election

MAPS

Main entry. Enter maps under the name of the corporate body or person who is responsible for the map. Order of preference is as follows: corporate body or person responsible for the map, cartographer, engraver, publisher, or copyright claimant. If none of these is available, enter under title.

Title. Use the title that appears on the map. If possible, the geographical unit should appear at the beginning of the title, e. g., Michigan, physical. Include any statement of the type of projection.

Imprint. Give preference to the name of the company that holds the copyright. Do not repeat it if it has been used for the main entry. If this is not available, use the publisher. The copyright date follows. Include, in parentheses, the map number, if there is one, in order to facilitate identification of similar editions.

Collation. Two lines below the imprint give the physical description, including the number of maps, width and length, color or black and white (b&w). Maps which are designed to be hung on a wall are called "wall maps."

Labeling. The ownership stamp is placed in the upper right corner on the back of the map. Maps are labeled with self-adhesive 3/4" x 1-1/4" labels on the lower right corner on the back of the map. On wall maps, place the ownership stamp in the lower right corner and place the label on the right side of the round wooden molding which is at the bottom of each map. On wall maps, cover the label with Scotch magic tape. If preferred, labels produced by a label maker may be used instead.

Map
912 Nystrom (A.J.) & Company
N World, physical. Winkel's projection.
1965 (PR 98-10)

1 wall map, 64"x52", color
1 political overlay
1 blank overlay

1 Maps

MICROFILMS

Microfilms are rolls of film on which pages of books or other documents have been photographed in proper order and at a great reduction in size.

Microfilms of books are cataloged according to rules for the original books. If the organization or firm that is responsible for production of the microfilm is included, give it as part of the imprint immediately preceding the date.

M/Film
153.1 Coopersmith, Stanley
C Self esteem as a determinant of selective recall and repetition. Univ. Microfilms, 1957
141p

Thesis (Ph. D.)--Cornell University

1 Learning, Psychology of I Title

For microfilms of periodicals, make open entry catalog cards. If the organization or firm that is responsible for production of the microfilm is included, give it as part of the imprint immediately preceding the date.

M/Film
America (Periodical) v.1-
1921-
v
Library has

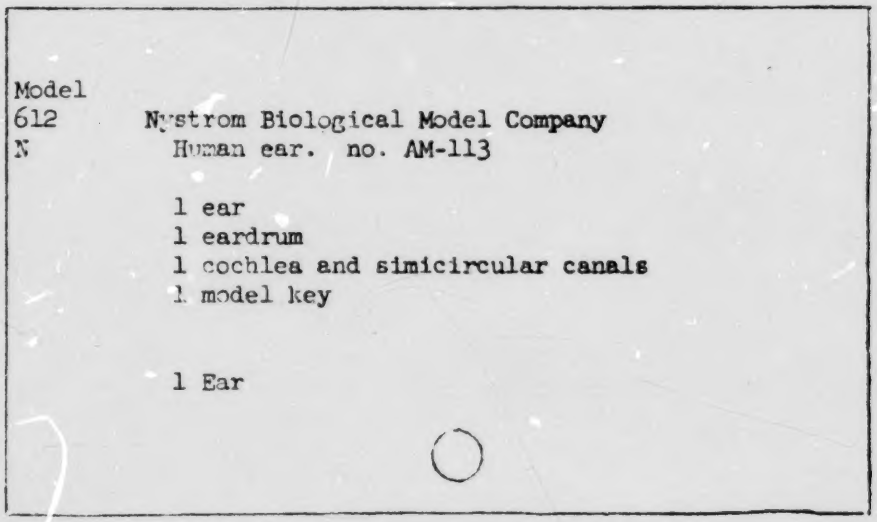
MODELS

Main entry. Enter models under the name of the person or corporate body that is responsible for the model.

Title. Use the title that appears on the model. If none is available, supply one. Note the model number in order to facilitate identification of different types of models of the same thing.

Collation. Two lines below the title, list the separate parts of the model. If a teaching guide accompanies the model, include it as the last item.

Labeling. Label models with a felt-tipped pen or with self-adhesive labels that are covered with Scotch magic tape.



PHONODISCS (DISC RECORDINGS)

Main entry. Rules of entry for phonodiscs are similar to those for printed materials, as given in Anglo-American cataloging rules.

Title (music). Uniform titles often are necessary in order to keep together concertos, symphonies, and similar works that are known by various popular names. When a uniform title is used, place it in parentheses, at title indention, beneath the heading. Include the title of the first edition of the work, the instrument on which it is played, the composition and opus numbers, and the key, e. g., Concerto, violin, op. 61, D major. When the uniform title and the title on the record label are the same, omit the uniform title. Include in the title statement information about performing artists, the orchestra, and the conductor. The title wording that appears on the disc label is preferred to that on the cover.

Title (non-musical). The title statement for non-musical phonodiscs may include the narrator, also the composer of any music which accompanies the narration if it is prominent.

Imprint. Include publisher, disc number, and copyright date (if one is given).

Collation. Physical description of phonodiscs includes number of discs, number of sides, diameter of disc, number of revolutions per minute (rpm), microgroove, monaural or stereo, and running time (if given).

Contents note. Make one if it is considered necessary.

Labeling. Place self-adhesive 3/4" x 1-1/4" labels on side 1 of the permanent disc label and on the upper left corner of the outer cover. If plastic jacket is used in which pocket is provided, duplicate information from the circulation card on a self-adhesive 1" x 3" label and place it near the circulation card. If plastic jacket is not used, type pocket and circulation card and attach pocket to lower right corner of cover.

P/Disc
785 Beethoven, Ludwig van
B (Concerto, piano, no. 3, op. 37, C minor)
Piano concerto no. 3, op. 37. Gary Graffman, pianist. Chicago Symphony Orchestra, Walter Hendl, conductor. RCA Victor, VIC 1059, c1964
1 record, 2 sides, 12", 33 1/3 rpm, microgroove, monaural

1 Concertos - Piano I Graffman, Gary
II Hendl, Walter

P/Disc
811 Ciardi, John
C I met a man; as read by the author.
Pathways of Sound, POS 1031
1 record, 2 sides, 12", 33 1/3 rpm, monaural

1 Nonsense verses I Title

P/Disc
323.4 We shall overcome; songs of the "freedom
W riders" and the "sit-ins". Sung by the
Montgomery Gospel Trio, the Nashville
Quartet, and Guy Carawan. Folkways, FH 5591
1 record, 2 sides, 12", 33 1/3 rpm,
microgroove

1 Negroes - Civil rights - Songs and music
2 Songs, American

PHONOTAPES (AUDIO TAPES)

Main entry. Rules of entry for phonotapes are similar to those for printed materials, as given in Anglo-American cataloging rules.

Title. Include in the title statement information about performing artists, narrator, orchestra, and conductor. For additional information about the use of uniform titles with musical works, consult instructions for phonodiscs.

Imprint. If it is available, give the name of the sponsoring company or manufacturer, followed by the date on which the tape was recorded.

Collation. Physical description of phonotapes includes number of cassettes, reels, or cartridges, and playing time. For reels include also size and speed (ips, i. e., inches per second). Since stereo, multiple-track tapes are seldom used in this district, include such information only as needed.

Notes. A summary or a contents note may be included if needed.

Labeling. Place self-adhesive 3/4" x 1-1/4" labels on the reel or cassette and on the edge of the container. The call number should be visible when tapes are shelved. When space permits, title should be visible also.

P/Tape
301.15 Card stacking. Mike Whorf, inc., 1969
C 1 reel, 5", 3 3/4 ips, 10 min. (Time out for propaganda) 7-12
Teaching guide

Summary: Shows the use of "card stacking", a propaganda device designed to persuade by presenting only one side of the issue

1 Propaganda I Series

P/Tape C
B The Folk singer. Mike Whorf, inc., 1970
G 1 cassette, 41 min. (S21) 7-12

Summary: Tells the story of Woody Guthrie, American singer, whose songs depicted the real life experience of the depression era

1 Guthrie, Woody, 1912-1967 2 Singers
3 Folk songs - U. S. I Whorf, Mike

PICTURES, PRINTS, AND POSTERS

Drawings, paintings, photographs, prints, or reproductions of any of these are included in this category. Reproductions of documents are also included.

Main entry. Enter pictures under the name of the artist in the case of collections or single works by one person. In the case of a collection by several artists, enter under the compiler; or, if pictures are to be mounted and are to be circulated separately, treat as separate works. (In the latter case, treat the collection title as a series note and include it in the tracing.)

Title. The name of the collection or the name of the single picture is used.

Imprint. Give the publisher, unless it has been used as the main entry, and the copyright date or, if there is none, the date of publication.

Collation. Two lines below the imprint, give the physical description, including the number of pictures, width and length (w&l), and color or black and white (b&w).

Labeling. The ownership stamp is placed in the upper right corner on the back of each picture. Call numbers are written in ink or may be typed on self-adhesive labels that are placed on the lower right corner on the back of each picture.

Pic
741.9 Modigliani, Amedeo
M Portrait of a woman. Shorewood Pubs., n. d.

1 drawing, 14"x18", color

1 Drawings, Italian I Title

SLIDES

Main entry. In the case of art reproductions, main entry is by artist. In other cases, enter slides under the title of the collection. If a title is not present, supply one. When entry is by title, use hanging indention.

Imprint. Note the name of the company which produced the slides or the person who did the photography. The date on which the slides were released follows. If there is a series number, it is given next.

Collation. Physical description of slides includes the number of slides in the set, their size, and color or black and white (b&w). If slides are made of glass, include the word "glass" in parentheses following the number of slides. Collation variations include the following:

Microscope slides
Unstained: 18 microscope slides (glass), 1" x 3"
Stained: 3 microscope slides (glass), 1" x 3", stained
Stereoscope slides
1 card: 1 stereoscope slide card, 7 double fr., color
More than 1 card: 3 stereoscope slide cards, color

Notes. A contents note may be made if it is considered necessary.

Labeling. Label each slide with a typed self-adhesive label which is covered with Scotch Magic tape. Also, write call number on container in ink or use similar label.

Slide
730.973 Belzerman, Saul
B Exuberance. Ed. B. Am. Lib. Color Slide Co., n.d. (7681)

1 slide, 2" x 2", color

1 Sculpture, American I Title

SPECIMENS

Main entry. Use the name of the manufacturer when one is available. When one is not available, use the name of the specimen as the main entry, with hanging indention.

Title. Use the title that appears with the specimen when one is available. When none is available, choose one for cataloging purposes.

Two lines below the title, give the number of specimens if there is more than one. Below this line list any teaching guides that accompany the specimens.

Labeling. When the size of specimens permits, they should be labeled with a felt pen with the name of the school, e.g., Emerson Junior High I. M. C., Livonia Public Schools.

```
Spec    Gillum Book Company
646       Sample sewing processes.
G
          75 specimens on fabric samples, mounted
        on 4"x6" cards
          Metal case


          1 Sewing  I Title
```

TRANSPARENCIES

Main entry. Enter transparencies under title. If a title is given, it is used; if not, one must be supplied.

Imprint. Note the publisher in addition to the copyright date. If there is a series name, it follows in parentheses. Stock number may be given also.

Collation. Two lines below the imprint give the physical description, including information about the various parts, e.g., basic transparencies, overlays, masks, and teaching guide.

Labeling. In the upper left corner of each transparency frame, write the call number in ink or attach a typed self-adhesive label. Cover the typed label with Scotch Magic tape.

Tran
971.01 Explorers. Instructo Products, 1965
E (Canada, 857-3)

1 basic transparency
5 overlays
1 teaching guide

1 America - Discovery and exploration
2 Canada - History - To 1763 (New France)
I Series

Tran
912.774 Michigan. Nystrom, n.d. (D 121)
M

1 transparency

1 Michigan - Maps

VIDEOTAPES

Main entry. Videotapes are entered under the title with hanging indention.

Imprint. If it is available, give the name of the sponsoring company or manufacturer, followed by the date on which the tape was produced. Other information may be given prior to this if it is considered necessary, e.g., the author or speaker.

Collation. Include playing time, tape size, color or black and white (b&w), and (as a guide to playback) equipment that was used in recording the tape.

V/Tape
652.3 Pica and elite. City School District of
P Rochester, N. Y.; dist. by N. Y. State
Educ. Dept., Div. of Educ. Communica-
tions, 1968
19½ min., 2", b&w, Ampex 660
(Typewriting ser)
Student workbook
Teaching guide

1 Typewriting

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Anglo-American cataloging rules. A.L.A., 1967

Gambee, Budd L.
Non-book materials as library resources. The Student Stores, Univ. of N.C., 1967

Genesee Valley School Development Association
Design for cataloging non-book materials, adaptable to computer use. Rochester, N.Y. 14618, The Association, 1969

National Education Association, Department of Audiovisual Instruction.
Standards for cataloging, coding and scheduling educational media. The Association, 1968

Non-book materials: the organization of integrated collections, by Jean Riddle and others. Canadian Library Association, 1971

Westhuis, Judith Loveys
Cataloging manual for nonbook materials in learning centers and school libraries, by Judith Loveys Westhuis and Julia M. DeYoung. Michigan Association of School Librarians, 1966

CATALOGING WORKCARD F/STRIP

Title_____

Author_____

Mfr._____ Cop. Date_____

No. Frames (if given)_____ color__b&w _____

Series (if any)_____

Teaching guide _____ Yes_____ No_____

CALL NO. TRACING:

CATALOGING WORKCARD MAP

Main entry_____

Title_____

Projection_____ Date_____

Stock no._____Wallmap? Yes_____ No_____

No. Maps____Size (w&l)_____ Color____ b&w_____

CALL NO. TRACING:

CATALOGING WORKCARD P/DISC-NON-MUSICAL (1 AUTHOR)

Author_____

Title_____

Mfr._____ Serial No(s)_____Date_____

___r___s____in.____rpm_____running time (if given)

_____monaural _____stereo

Series (if any)_____

Notes:

CALL NO. TRACING:

CATALOGING WORKCARD P/DISC - COLLECTIONS

Title_____

Orchestra_____Conductor_____

Mfr._____ Serial No(s)_____ Date_____

___r___s____in.___rpm_____running time (if given)

_____monaural _____stereo

Series (if any)_____

Notes:

_____

CALL NO: TRACING:

CATALOGING WORKSHEET P/DISC - MUSICAL (1 COMPOSER)

COMPOSER_____

(UNIFORM TITLE)_____

TITLE_____

SOLOIST(S)_____

ORCHESTRA_____

CONDUCTOR_____

MFR._____ SERIAL NO(S)_____ DATE_____

_____r_____s_____in._____rpm_____running time (if given)

_____monaural _____stereo

CALL NO: TRACING:

CATALOGING WORKCARD P/TAPE

Author (if any)_____

Title_____

Producer_____ Date_____

Series (if any)_____

No. Reels_____ ips_____ Running time_____

No. Cartridges_____

CALL NO. TRACING:

CATALOGING WORKCARD PIC.

Artist (if only one)_____

Comp. (if no artist)_____

Title_____

Publ. (if not listed as comp)_____ Date____

No. Pics_____Size (w&l)_____Color_____

B&W_____

CALL NO. TRACING:

CATALOGING WORKCARD TRAN

Title_____

Author (if any)_____

Pub._____ Cop.Date_____

Series_____ Stock No._____

No. Overlays (if any)_____

Other info. (masks, etc.)_____

CALL NO. TRACING:

SELECTED LIST OF SYMBOLS FOR EQUIPMENT

Aqua	Aquariums
Dis K	Dissecting kits
F/Proj	Film projectors (16mm)
F/S Proj	Filmstrip projectors
FB	Flannelboard visual aids
Incub	Incubators
Mag G	Magnifying glasses
Map R	Map display racks
Micr	Microscopes
Opaq P	Opaque projectors
P/Tape R	Tape recorders
TV	Television sets
Ther	Thermometers
Tr H	Transparency holders

BEST COPY AVAILABLE

CATALOGING AND CLASSIFICATION GUIDE

to supplement

Dewey Decimal Classification (Abridged)

and

Sears' List of Subject Headings

ADDED ENTRIES

Do not make added entries for editors, translators, illustrators, or joint authors, with the exception of illustrators of Caldecott Medal books.

ART

When cataloging art books, wherein the illustrations constitute the major part of a volume, e.g., publications by SKIRA, Crown, Abrams, make the artist the main entry, and list the author of the text as an added entry.

759.6 Picasso, Pablo
P Picasso; biographical and critical studies
by Maurice Raynal. Tr. by James Emmons.
SKIRA; distributed by World Pub., 1953
135p illus (Taste of our time)

1 Painters, Spanish 2 Paintings, Spanish
I Raynal, Maurice

BIOGRAPHY

Use a "B" classification for all biographies and autobiographies, with the first letter of the biographee's last name, i.e., $\frac{B}{W}$ in the case of a biography of Washington.

For subject headings, use birth and death dates after the biographee's name. For autobiographies, use birth and death dates with the author entry, since no subject heading is needed that would duplicate the author entry. Use vocations as subjects where they are useful, e.g., Generals; Authors, American; Baseball - Biography.

DRAMA (SENIOR HIGH)

Use a "D" classification, with the author's initials, for all single plays, whether paperback or hard cover, with the exception of Shakespeare's plays. Classify Shakespeare's plays in 822.33, according to the expanded notation in the unabridged edition of Dewey.

Classify all volumes of two or more plays, whether paperback or hard cover, in the appropriate Dewey section.

EASY BOOKS (ELMENTARY)

Use an "E" classification for the following types of books of interest to children from pre-school through the second grade:

1. Story books with little text, widely spaced or scattered with extra large print, and simple vocabulary for the beginning reader.

2. Picture books with little or no text.

3. Picture books with a larger amount of text, or text of greater difficulty, which are designed for reading to the child.

Classify easy books with a definite non-fiction subject content according to the appropriate Dewey classification.

FICTION

Except for easy books and short stories, catalog fiction without any classification or code designation. Catalog science fiction exactly like fiction, but use the subject heading "Science fiction" so that these titles may be located in the card catalog.

FOLKLORE

Classify according to the 8th abridged edition of Dewey, as follows:

398 Folklore
Including riddles, proverbs, folklore in rhymes and games, chapbooks

.2 Legends
Including tales of animals, birds; tall tales, folk tales, fairy tales; legendary heroes and places
(For modern fairy tales, see Fiction or SC's)

.3 Traditional beliefs, customs, superstitions
Including popular beliefs and practices relating to fire, magic, curses, charms, dreams, predictions, numbers, signs, emblems, local customs; haunted places

.4 Supernatural beings
Including fairies, elves, ogres, monsters, mythical animals (For fairy tales, see 398.2)

FOREIGN LANGUAGE MATERIALS

Classify fiction and non-fiction materials in foreign languages as follows:

430	German
440	French
450	Italian
460	Spanish
470	Latin
491.7	Russian

Ignore all standard subdivisions except for dictionaries, e.g., use 433 for German dictionaries.

For a complete list of subject headings, consult Sears' List of subject headings under "French language."

LITERATURE

For categories other than fiction, use the appropriate Dewey numbers. When classifying American and English literature for senior high school collections, use the unabridged edition of Dewey.

Use Dewey fiction numbers for two types of material only: (1) for books of criticism and interpretation of works by novelists and short story writers and (2) for senior high schools only, short stories by one author. Books of criticism and interpretation are Cuttered so that they can be shelved by subject. For example, classify a book about Faulkner's works, written by White, $\frac{813.52}{\text{Fau W}}$ for senior high schools, or $\frac{813}{\text{Fau W}}$ for junior high schools.

When classifying books of criticism and interpretation of authors who are best known by pseudonyms, use the pseudonyms in the call numbers. For example, a book about Samuel Clemens (Mark Twain) written by Lang would be classed in $\frac{813.4}{\text{Twa L}}$ for senior high schools.

PAMPHLETS

With the exception of government documents, do not catalog pamphlets that contain less than 100 pages. Catalog government documents that contain less than 100 pages if they seem to be of permanent value. In many cases, it is not advisable to catalog pamphlets of an unusually small format, especially where both width and length are under five inches.

PROFESSIONAL MATERIALS

For books and pamphlets that are classified in the 370's (Education), use the unabridged edition of Dewey.

In classifying curriculum guides, works describing teaching methods in separate subjects, and textbook editions that will be used largely by teachers, use the classification guides published by the U. S. Educational Materials Laboratory. Classify supplemental books that will be used by students as trade books. For example, classify books about mathematics in 510 in preference to the 370's.

SHORT STORIES

Elementary and Junior High

Use the "SC" designation for all collections of short stories, whether they are written by one author or more than one author.

Senior High

Use the "SC" designation for all collections of short stories that are written by more than one author.

Use the appropriate Dewey fiction numbers (unabridged edition) for all collections of short stories that are written by one author, with the following exception. Classify as "SC" collections of popular short stories such as mysteries and science fiction, whether they are written by one author or more than one author.

T Y P I N G R U L E S

for

Technical Processing

TYPING RULES

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TYPING RULES

A. GENERAL TYPING PRACTICES

1. Correcting Errors

On catalog cards, correct errors with correcta-type or electric eraser if correction can be made neatly, leaving no mark or torn surface. If several errors are made, start over with a new card. In typing pockets and circulation cards, it is usually better to start over.

2. Spacing Between Items

Leave one space after words or names, commas, or semicolons. Leave two spaces after colons or periods. Use single hyphen (no spaces) between dates (e. g., 1920-1935), for inclusive paging (e. g., 23-46) or other numerals, and in hyphenated words (e. g., so-called). Leave one space for each digit of an incomplete number or date (e. g., 193 -19). Leave two spaces between different parts of the card (title, imprint, etc.). In a contents note, punctuate and space as indicated by cataloger. In a subject heading, type dashes as space, hyphen, space (e. g., GERMANY - HISTORY).

3. Spacing Between Lines

Single space between lines with the following exceptions. Prefer double spacing between collation line and notes. If space permits, leave at least one space between last line of catalog information and first line of tracing.

4. Capitalization

In general, follow practices of the language. Therefore, in English capitalize proper names and words derived from proper names, titles of persons, historic events, first word of a sentence, or the beginning of a title of a book or other work.

In a title main entry, if the title begins with an article, the following word is also capitalized.

(Commercially printed cards may have slightly different capitalization. When typing pockets and circulation cards, they may be copied, but prefer procedure stated above)

5. Punctuation

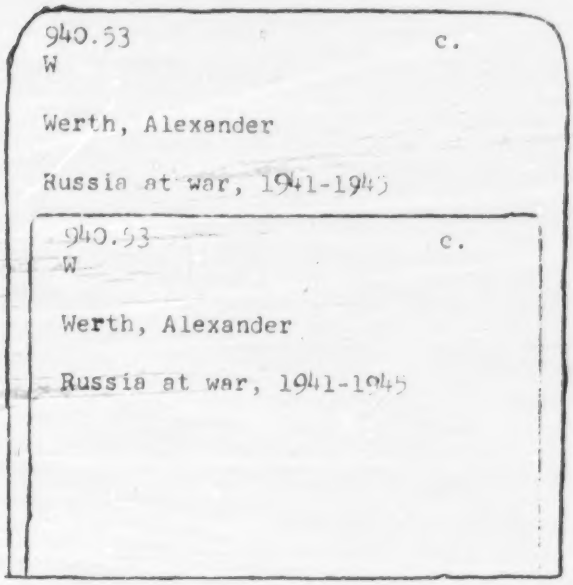
In general, follow English usage. Whenever possible, avoid using double punctuation, such as period and curve (parenthesis) Follow punctuation in subject headings exactly as given.

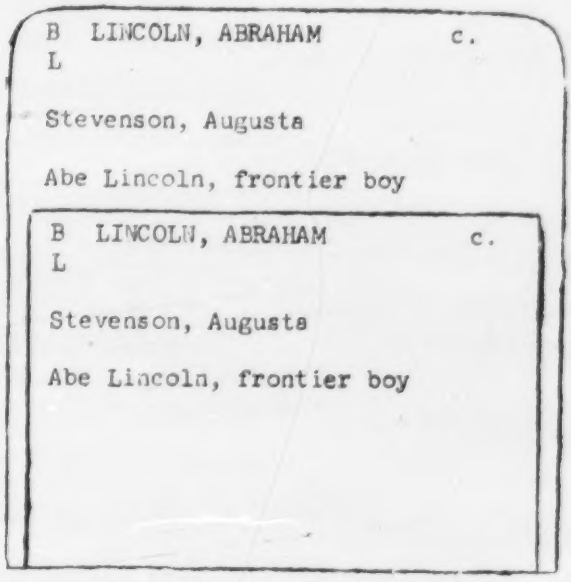
6. Abbreviations

Abbreviate names of states following names of places (e. g., Chicago, Ill.) Abbreviate names of countries following foreign places (e. g., London, Eng.)

B. POCKETS AND CIRCULATION CARDS

Use the following forms.





Note that on pocket and circulation card for biography, subject's name begins two spaces after first line of call number. Type name in full, but omit title and dates. If name runs over one line, begin second line directly under first line. Be sure to leave space at end of first line for "c."

C. LABELS

For non-fiction books with dust jackets, type call numbers on 1" x 3/4" self-adhesive labels. Attach labels to the spine of the dust jacket, with the lower edge of the label 1½" from the lower edge of the jacket, if possible. If necessary, however, alter location to avoid concealing the title.

The following forms are used:

940.54	B	R808.8	370.58
W	L	M	N
	LINCOLN	v.1	1973

D. TYPING THE AUTHOR OR MAIN ENTRY CARD

AUTHOR CARD

738.1
W

Weiss, Harvey
Ceramics: from clay to kiln. Young Scott Bks, 1964
63p illus (Beginning artist's lib)

1 Pottery I Title

1. Call Number

Set left margin so that typing begins two spaces in from left-hand edge of card. Type the class (classification) number on the fourth line from top of card. (For non-book materials, see samples cards for various media for modification) Type the initial directly below class number. In most cases the initial represents the author's surname. If title is the main entry, the initial represents the first word of the title, or the first word following an initial article. In the case of biographies, the initial stands for the subject of the book.

If "R" precedes the call number, type R two spaces from the left-hand edge of card and proceed as follows:

R808.8
M

2. Author's Name

Type author's name at first indention (9 spaces from left margin) on the fourth line from the top of the card. If call number is lengthy, simply leave one space between call number and beginning of author's name, and alter remainder of card to correspond.

Type last name first, followed by comma, one space, then remainder of name. In the case of autobiographies, when dates are used, or if a title of nobility is included, a comma precedes this information as it follows the name. Type corporate names as written. If name runs over one line, drop to line below and begin at third indention (13 spaces from left margin)

3. Title Paragraph

Information describing the book, such as authors, editors, edition, etc. is given in the title paragraph.

Begin one line below the author's name, at second indention (11 spaces from left margin) Any additional lines in the title paragraph start at first indention.

When the title, rather than an author, is the main entry, the title begins at first indention, and all other lines down to the collation begin at second indention. This is called "hanging indention".

4 Imprint

Imprint is the publishing information, such as the publisher and date of publication or of copyright.

This information follows two spaces after the title transcription in the same paragraph. The latest copyright date is always used when such information is available. In cases where the contents of the book remain exactly the same but the copyright has been renewed, both dates may be given (e. g., 1932, 1960)

5. Collation

Collation is the physical description of the book, including such information as number of pages (pagination) or number of volumes, illustrative material (illustrations, maps, music), and series. (See any of the sample catalog cards)

Type this information one line below end of title paragraph, beginning at second indention. The abbreviation "illus" follows one space after the pagination. Series (in parentheses) follows two spaces after pagination or "illus".

No capitalization is used except for first word of series and for proper names. Series notes are in catalog entry form unless otherwise indicated in tracing. If series note runs over one line, return to first indention on next line.

6. Notes

Notes are sometimes added to explain history or content of the book. If used, notes follow two lines below the collation, starting at second indention. Omit notes on shelf-list card only.

If a card is crowded, the space between the collation and the first note may be omitted in order to make room for the tracing. The catalog card must be neat in appearance.

Notes are given in paragraph form, each note beginning a new line at second indention and continuing with any additional lines at first indention. In a contents note, the items are usually separated by semi-colons (e.g., Contents: $ and dollars, by N. Bentley; From the Chinese, by C. Kizer)

7.. Tracings

Tracings are indications of entries used on additional catalog cards, that is, added entries.

Tracings are arranged in paragraph form at the bottom of main-entry cards and shelf-list cards. Begin them at least two spaces below the catalog information if space permits, so that library patrons will not be confused. The first line begins at second indention. Succeeding lines begin at first indention. If space permits, the last line of the tracing should appear one space above the hole in the catalog card.

Tracings are numbered, with Arabic numerals for subjects, Roman numerals for other added entries.

8. Added Cards (or "Second" Cards)

If there is too much information to go on one catalog card, it is continued on a second card. Type at point of break: (Continued on next card)

On the second card, type the call number, the name of the author, the first two or three words of the title, followed by three dots, and the copyright date, then: (Card 2) Directly below, using double spacing if space permits, type: Contents - Continued

E. TYPING ADDED-ENTRY CARDS

A card is made for each entry indicated in the tracing. A catalog card for an added entry is just like the main entry card except that the tracing is omitted and the added entry is typed at the top of the card.

The added entry begins at second indention on the second space below the top edge of the card. If it is a long entry which will take more than one line, the next line starts directly below the first line at third indention. Follow the exact form that is given in the tracing except that abbreviated words are spelled out in full. (Exception: The abbreviation U. S. should be used when followed by a subdivision, e. g., U. S. - CIVILIZATION)

On subject cards, which are indicated in the tracing by Arabic numerals, type added entries entirely in capital letters.

SUBJECT CARD

POTTERY

738.1 Weiss, Harvey
W Ceramics: from clay to kiln. Young Scott Bks, 1964
63p illus (Beginning artist's lib)

For the added-entry line on title card, type the title up to the first punctuation break, in most cases. Occasionally it may be necessary to include more in order to make sense (e. g., One, two, three to the zoo)

TITLE CARD

Ceramics

738.1 Weiss, Harvey
W Ceramics: from clay to kiln. Young Scott Bks, 1964
63p illus (Beginning artist's lib)

For the series card, use the exact form that appears in the series note unless the tracing indicates otherwise. Abbreviations are spelled out in full except for "v." and "no."

F. TYPING SHELF-LIST CARDS

The shelf list card is an exact copy of the main entry card including the tracing, except that notes are omitted. "Shelf" and "c." are added as shown in sample. Other samples show variations used for multi-volume sets of books.

738.1
W

Weiss, Harvey
Ceramics: from clay to kiln. Young Scott Bks, 1964
63p illus (Beginning artist's lib)

c.

1 Pottery I. Title

Shelf

ENCYCLOPEDIA SHELF-LIST

R031
W

The World Book Encyclopedia
Field Enterprises, 1917-
20v illus maps

c.

v.1-	v.6-	v.11-	v.16-
v.2-	v.7-	v.12-	v.17-
v.3-	v.8-	v.13-	v.18-
v.4-	v.9-	v.14-	v.19-
v.5-	v.10-	v.15-	v.20-

1 Encyclopedias and dictionaries

Shelf

CONTINUATIONS (Multi-volumes each year)

SHELF-LIST

629.28 F

Ford Marketing Corporation
Truck shop manual, pt. 1-5, 1972-
The Corp., 1971-
v illus
Library has
1972 pt. 1 c.
" pt. 2 c.
" pt. 3 c.
" pt. 4 c.

1 Trucks I Title

Shelf

BIOGRAPHY SHELF-LIST

LINCOLN, ABRAHAM, PRESIDENT U.S., 1809-1865

B
L

Stevenson, Augusta
Abe Lincoln, frontier boy; illus. by Jerry Robinson. Bobbs, 1959
192p illus (Childhood of famous Americans ser)

c.

1 Lincoln, Abraham, President U. S., 1809-1865

Shelf

G. CONTINUATIONS (OPEN ENTRIES)

Catalog cards for yearbooks and similar continuations must include detailed information in individual library holdings. For this reason, main entry and shelf-list cards for such titles include at second indention "Library has" so that acquisitions can be recorded as they arrive. To save time in keeping such records up to date, all other (or added-entry) cards substitute the note "For complete library holdings see main card."

MAIN CARD

R317.3
W

The World almanac and book of facts.
Newspaper Enterprise Assoc., 1967-
v illus annual
Library has

1 Almanacs 2 U. S. - Statistics
3 Statistics - Yearbooks

ADDED-ENTRY CARD

ALMANACS

R317.3
W

The World almanac and book of facts.
Newspaper Enterprise Assoc., 1967-
v illus annual
For complete library holdings see main card.

ANALYTICS CARDS

A section of work is sometimes important enough to be looked for separately, in which case an extra card is made to help in locating it. Such entries are called analytics (abbreviated in tracings as "anals") Examples of analytics follow.

AUTHOR ANALYTIC

```
                Hansberry, Lorraine
                  A raisin in the sun
812.08      Cerf, Bennett, ed.
C             Six American plays for today. Sel. and
            with biographical notes by Bennett Cerf.
            Modern Lib, 1961
              599p
```

TITLE ANALYTIC

```
                  A raisin in the sun
                Hansberry, Lorraine
812.08      Cerf, Bennett, ed.
C             Six American plays for today. Sel. and
            with biographical notes by Bennett Cerf.
            Modern Lib, 1961
              599p
```

Occasionally so many analytics may be needed for a book that it is not practical to produce a complete set for the Xerox-Master file. In such cases, a sheet of unit catalog cards will by typed on a Xerox-Master and will be made available in sufficient quantities so that instructional materials centers can complete them with little effort. Unit catalog cards are just like main-entry cards except that tracings and notes are omitted.

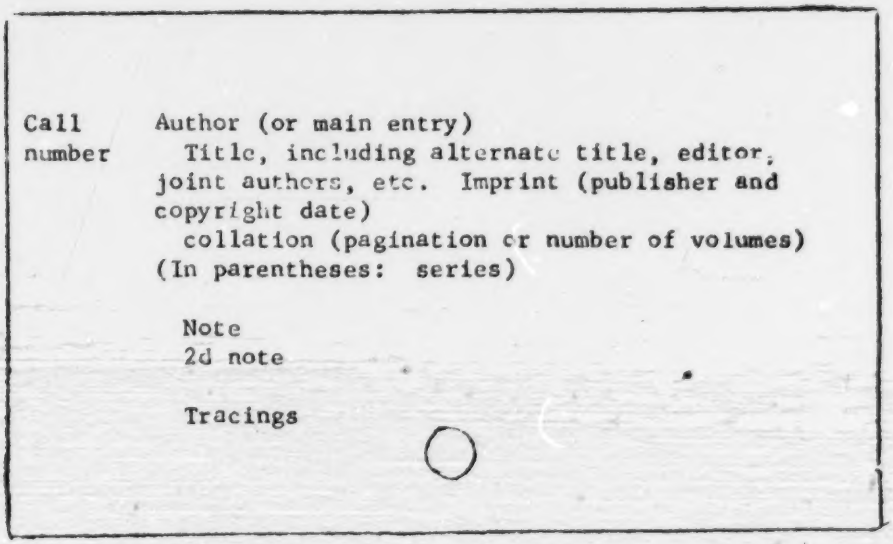
I. ADAPTING (CHANGING) COMMERCIALLY PRINTED CARDS

If possible, make necessary changes on commercially printed cards by erasing information which is wrong and typing in correct information neatly. Tracings may be corrected by lining through unused parts with black ink and ruler. Add dates as needed to biographical subject entries, but it is not necessary to add dates to tracings as long as the added-entry card itself contains complete information and is available for use in the Xerox-Master file.

If call number is otherwise correct, complete by typing initial under number. Be sure that it is lined up properly.

Note that place of publication, size, etc., although not indicated usually on typed cards, are left on printed cards since they don't give misinformation.

A CATALOG CARD AND ITS PARTS


Call number
Author (or main entry)
Title, including alternate title, editor, joint authors, etc. Imprint (publisher and copyright date)
collation (pagination or number of volumes)
(In parentheses: series)
Note
2d note
Tracings